

December 09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 29	30	December 1	2	3	4	5
	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ A - Reports ready by 10</div>		<div style="background-color: #fff2cc; padding: 2px; margin-bottom: 5px;">★ A - Pay day</div>	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Lockdown 2:00pm</div>	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Payroll clears edits</div>	
Cycle B - Time and Attendance						
Cycle A - Maintenance						
6	7	8	9	10	11	12
	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Reports ready by 10</div>		<div style="background-color: #fff2cc; padding: 2px; margin-bottom: 5px;">★ B - Pay day</div>	<div style="background-color: #7ed321; padding: 2px; margin-bottom: 5px;">■ A - Lockdown 2:00pm</div>	<div style="background-color: #7ed321; padding: 2px; margin-bottom: 5px;">■ A - Payroll clears edits</div>	
Cycle A - Time and Attendance						
Cycle B - Maintenance						
13	14	15	16	17	18	19
	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ A - Reports ready by 10</div>		<div style="background-color: #fff2cc; padding: 2px; margin-bottom: 5px;">★ A - Pay day</div>	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Lockdown 2:00pm</div>	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Payroll clears edits</div>	
Cycle B - Time and Attendance						
Cycle A - Maintenance						
20	21	22	23	24	25	26
	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Reports ready by 10</div>	<div style="background-color: #7ed321; padding: 2px; margin-bottom: 5px;">■ A - Lockdown 2:00pm</div>	<div style="background-color: #fff2cc; padding: 2px; margin-bottom: 5px;">★ B - Pay day</div> <div style="background-color: #7ed321; padding: 2px; margin-bottom: 5px;">■ A - Payroll clears edits</div>	SHUTDOWN DAY	HOLIDAY	
Cycle A - Time and Attendance						
Cycle B - Maintenance						
27	28	29	30	31	January 1	2
	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ A - Reports ready by 10</div>		<div style="background-color: #fff2cc; padding: 2px; margin-bottom: 5px;">★ A - Pay day</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Lockdown 2:00pm</div>	<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 5px;">■ B - Payroll clears edits</div>	HOLIDAY	
Cycle B - Time and Attendance						
Cycle A - Maintenance						